



CAPPS Financials

End-User Training (EUT)

EUT Course Commitment Control (215)

Presentation Booklet

**PeopleSoft Version 9.2
July 2021**

Agency Commitment Control

1. CAPPS_FIN_PPT_KK_FINAL_kc

1.1 Introduction



CAPPS Financials
End-User Training (EUT)
AGENCY COMMITMENT CONTROL
Course Number: 215

Course Name: Commitment Control

This course does NOT contain audio.

capps
Centralized Accounting and Payroll/Personnel System

Recommended Users Agency Budget, GL, AP and Purchasing Buyers **Select next to continue**

The slide features a man in a light green shirt and tie, holding a folder, standing next to a green circular graphic with the text 'CAPPS Financials End-User Training (EUT) AGENCY COMMITMENT CONTROL Course Number: 215'. The slide has a green header and footer with the 'capps' logo and system name.

1.2 Welcome



Welcome

capps
Centralized Accounting and Payroll/Personnel System

Hello,
Welcome back to the CAPPS
Financials training.


Before taking this course you should have
already completed the CAPPS Financials
Fundamentals course.


Select next to continue

The slide features a man in a light green shirt and tie, holding a folder, standing next to a white box with the text 'Hello, Welcome back to the CAPPS Financials training. Before taking this course you should have already completed the CAPPS Financials Fundamentals course.' The slide has a green header and footer with the 'capps' logo and system name.

1.3 Duration

Course Duration


Centralized Accounting and Payroll/Personnel System




4 Hours


This course will take approximately four hrs. It's really up to you! You can complete it all today or by sections.

Select next to continue

1.4 Preparation

Course Preparation


Centralized Accounting and Payroll/Personnel System



Avoid
Distractions

It's our hope that you avoid distractions during training. email while taking the course and silence your cell phone.


Select next to continue

Untitled Layer 1 (Slide Layer)

Course Preparation

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Avoid
Distractions



It is our hope that you avoid distractions during training. email while taking the course and silence your cell phone.

Select next to continue

1.5 Navigation

Course Navigation


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Centralized Accounting and Payroll/Personnel System



Use Navigation
Select next to
continue
Buttons when instructed.

Untitled Layer 1 (Slide Layer)

Course Navigation


Centralized Accounting and Payroll/Personnel System




Use Navigation
Select Next to
continue
Buttons when instructed.


[< PREV](#) [NEXT >](#)

1.6 Course Outline

Course Outline


Centralized Accounting and Payroll/Personnel System

This course is organized into five (5) sections. Learn how to use CAPPS Commitment Control (KK) functionality in each of the following sections:




- **Section 1** – Commitment Control Overview and Budget Structures
- **Section 2** – Entering and Managing Budgets
- **Section 3** – Budget Checking
- **Section 4** – Running Reports
- **Section 5** – Review

Select next to continue


1.7 Course Objectives

Course Objectives


Centralized Accounting and Payroll/Personnel System

After completing this course you will be able to:


- Define Commitment Control
- View Commitment Control Budget Structures
- Enter and Manage Budgets
- Budget Check
- Run Reports



Select next to continue


2. Section 1-Overview

2.1 Section 1




Section 1

*Commitment Control Overview
& Budget Structures*


Centralized Accounting and Payroll/Personnel System


2.2 S1-Objectives

Section 1 – Objectives


Centralized Accounting and Payroll/Personnel System


After completing this section you will be able to:

- Apply Commitment Control Terminology
- Differentiate Budgets Components
- Identify Budget Summary vs. Detail
- Review Appropriation Budget Definitions
- Review Expenditure Budget Definitions
- Review Revenue Budget Definitions



2.3 S1-Outline

Section 1 – Outline


Centralized Accounting and Payroll/Personnel System

1	Commitment Control Overview	10 min
2	Understand the Primary Components of Budget Definitions	20 min
3	Reviewing an Appropriation Budget Definition	20 min
4	Reviewing an Organizational Budget Definition	20 min
5	Reviewing a Revenue Budget Definition	20 min

2.4 S1-L1 Commitment Control

Section 1, Lesson 1		capps
Centralized Accounting and Payroll/Personnel System		
1	Commitment Control Overview	10 min
	<ul style="list-style-type: none">▪ Key Terminology▪ Module Integration▪ Commitment Control Definition	
2	Understand the Primary Components of Budget Definitions	20 min
3	Reviewing an Appropriation Budget Definition	20 min
4	Reviewing an Organizational Budget Definition	20 min
5	Reviewing a Revenue Budget Definition	20 min

2.5 S1-L1 Key Terms


Section 1, Lesson 1 Continued

capps


Centralized Accounting and Payroll/Personnel System

Key Terms	Definition
Appropriation Budget	Controls an agency's operating and Capital item expenditures as defined by Legislative Budget Board and approved by the Texas State Legislature.
Associated Expenditure Budget	Is an optional field on the Revenue Estimate Control Budget page. It is used for selecting the expenditure ledger group whose limits are to be increased by revenue budgets in this budget definition. Associated revenue and expenditure budgets are specified on the Associated Budgets page
Budget Checking	<div>Displays the dollar amounts committed against:</div> <ul style="list-style-type: none"> • Pre-encumbrance - Requisition level • Encumbrances - Purchase Order level • Expenditures - Accounts Payable level
Budget Definition	Budget definitions provide the financial rules used to process all commitment control transactions.

2.6 S1-L1 Key Terms Cont.


Section 1, Lesson 1 Continued	
 Centralized Accounting and Payroll/Personnel System	
Key Terms	Definition
Budget Exceptions	Report of errors generated from the Commitment Control Budget Processor.
(Budget) Key ChartFields	(Budget) Key Chartfields, set up in the control budget definition, are the ChartFields that are required for budget journals and source transactions to identify budgets for budget checking.
Budget Type	Budget Types are either Expenditure or Revenue. Expenditures are recorded against APPROP, ORG, and DETAIL budgets. Revenues are recorded against REVEST budgets.
Control ChartField	This ChartField is used by the Budget Processor to determine whether or not the transaction will be subject to a budget check.


2.7 S1-L1 Key Terms Cont

Section 1, Lesson 1 Continued	
 Centralized Accounting and Payroll/Personnel System	
Key Terms	Definition
Commitment Control Option	<p>Control: This option strictly controls transactions against budgeted amounts. Error exceptions are logged when transactions exceed the budgeted amount.</p> <p>Tracking with Budget: This option tracks transaction amounts against a budget, but does not issue error exceptions unless a corresponding budget row does not exist. Transaction amounts will pass if a budget row exists, even for a zero amount, but the system will issue a warning when transactions exceed the budgeted amount.</p> <p>Track without Budget: This option tracks transactions even if no budget journal setup exists. If a budget journal row does exist, warnings will be logged when transactions exceed the budgeted amount. If no budget row exists, no warning is issued.</p>

2.8 S1-L1 Module Integration

Section 1, Lesson 1 Continued


Centralized Accounting and Payroll/Personnel System



Integration

CAPPS is an integrated system. Meaning information in CAPPS is shared or communicated across modules at an Agency. CAPPS core modules are Accounts Payable, Asset Management, Commitment Control, General Ledger, and Purchasing.

To learn more about each module and how they are integrated, select the 'CAPPS Modules & Integration' button below.

CAPPS Modules & Integration

Select Next to Continue

2.9 S1-L1 Commitment Control Definition

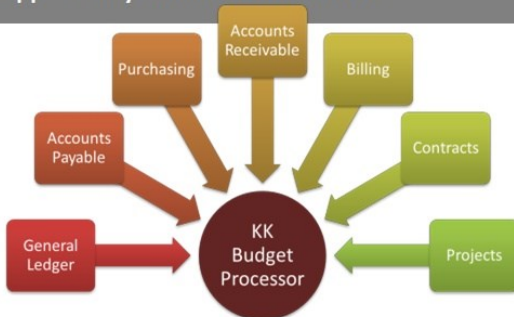
Section 1, Lesson 1 Continued


Centralized Accounting and Payroll/Personnel System

COMMITMENT CONTROL DEFINITION

What is the Budget Processor?

This graphic provides a visual illustration of the Budget Processor, the central module in the commitment control system. The Budget Processor is a core module in the General Ledger, which is the central ledger for all financial activity. The Budget Processor is responsible for managing the commitment control system, which is used to track and control the flow of funds between the General Ledger and other modules. The Budget Processor is also responsible for generating reports and providing data to other modules.




```
graph TD; Purchasing --> KK; AP[Accounts Payable] --> KK; GL[General Ledger] --> KK; AR[Accounts Receivable] --> KK; Billing --> KK; Contracts --> KK; Projects --> KK; KK((KK Budget Processor))
```

Select Next to Continue

2.10 S1-L2 Outline


Section 1, Lesson 2			capps
Centralized Accounting and Payroll/Personnel System			
1	Commitment Control Overview	10 min	
2	Understand the Primary Components of Budget Definitions	20 min	
	<ul style="list-style-type: none">▪ Chart of Accounts▪ Trees and Levels▪ Budget Types▪ Ledger Group Types▪ Rules for Commitment Control Ledger Groups▪ Control Option		
3	Reviewing an Appropriation Budget Definition	20 min	
4	Reviewing an Organizational Budget Definition	20 min	
Select Next to Continue			

2.11 S1-L2-Budget Definitions

Section 1, Lesson 2 Continued		capps
Centralized Accounting and Payroll/Personnel System		
UNDERSTAND THE PRIMARY COMPONENTS OF BUDGET DEFINITIONS		
	<p>Budget Definitions are set up once a year. They control how the budget will function throughout the appropriation year. CAPPS Budget definitions include general parameters, including control ChartField, parents and children, associated budget definition, control options, Ruleset ChartField, and status.</p>	
	<p>The Budget Definitions page is an excellent starting page when troubleshooting budget errors early in the appropriation year.</p>	
Select Next to Continue		

2.12 S1, L2-Budget Definitions Continued


Section 1, Lesson 2 Continued


Centralized Accounting and Payroll/Personnel System

**UNDERSTAND THE PRIMARY COMPONENTS
OF BUDGET DEFINITIONS**

There are several components to setting up a budget definition:


- Chart of Accounts
- Trees and Levels
- Budget Types
- Ledger Group Types
- Rules for Commitment Control Ledger Groups
- Control Option



Select Next to Continue

2.13 S1-L1 Chart of Accounts

Section 1, Lesson 2 Continued


Centralized Accounting and Payroll/Personnel System

BUDGET DEFINITION – CHART OF ACCOUNTS




Chart of Accounts (ChartFields)

1 Review this short presentation on Chart of Accounts. Then see if you can match the account name with its purpose.

2 **Drag and Drop**
Place the ChartField name on the applicable line.

<input type="text"/>	Required by USAS.
<input type="text"/>	Captures transactions as Assets, Liabilities, Fund Equity, Revenues, and Expenditures.
<input type="text"/>	Appropriation Year
<input type="text"/>	The source of money related to a transaction.

Account	Fund	Appn/PCA	Budget Reference
---------	------	----------	------------------

Select Next to Continue

2.14 S1-L2 Chart of Accounts Continued

Section 1, Lesson 2 Continued



Centralized Accounting and Payroll/Personnel System

Chart of Accounts (Summary vs. Actual)

Typically, budgets are established at a more summarized level than that used to record the actual entries. For example, the appropriation budget is established for an entire budget year (e.g. 2012), as seen below.

Budget

Account 700000	Fund 0001	Class 13002	Budget Reference 2012
-------------------	--------------	----------------	--------------------------

Budget Amount
\$1,756,400.00

However, when an actual transaction is recorded, you must enter at the detail level.

Actual


Account 7300	Fund 10	PCA 10900	Appropriation Year 201202
-----------------	------------	--------------	------------------------------

Transaction Amount
50,000

Select Next to Continue

2.15 S1-L2 Chart of Accounts Continued

Section 1, Lesson 2 Continued


Centralized Accounting and Payroll/Personnel System

As a result, mapping needs to be established between the **actual value entered** and the **value used for budgeting**. In CAPPS, this mapping is accomplished using 'budget trees'.

Here is how it works!

A budget reference of 201202 was used during a voucher entry.

When budget checking takes place, the transaction uses the tree structure to find the budget. In this case, CAPPS will look at the summary budget defined for budget year 2012 to determine whether there are sufficient funds.

Keep in mind this is a very simple example of how tree structures are used.

Summary
2012

Detail

- 201201
- 201202
- 201203
- 201204
- 201205
- Etc...

Select Next to Continue

2.16 S1-L2 Trees and Levels

Section 1, Lesson 2 Continued

Centralized Accounting and Payroll/Personnel System

BUDGET DEFINITION – TREES AND LEVELS

Budget trees can contain multiple levels. These levels are also known as 'nodes'. Typically, all nodes at the same level will represent the same type of information.

For example, the second level (highlighted in green) of this tree is used to represent various expense categories.

Budget Tree Example

Each ChartField is linked to a level within a tree structure. This represents where the budget is established. The ChartField is made up of many segments, next see how the Account and Fund segments appear in a budget tree.

Select Next to Continue

2.17 S1-L2 Trees and Levels Continued

Section 1, Lesson 2 Continued

Centralized Accounting and Payroll/Personnel System

This is an example of how each **control budget Account ChartField** is mapped.

Appropriation (red highlight)
Tree Name: DIR_CC_EXP_CAT
Level: ALL


Organizational (green highlight)
Tree Name: DIR_CC_EXP_CAT
Level: EXPENSE CAT

Revenue (blue highlight)
Tree Name: DIR_CC_REV_CAT
Level: ALL

Select Next to Continue

2.18 S1-L2 Trees and Levels Continued

Section 1, Lesson 2 Continued



Centralized Accounting and Payroll/Personnel System

This is an example of the **Fund ChartField**.

Appropriation
Tree Name: DIR_CC_FUND
Level: USAS

Revenue
Tree Name: DIR_CC_FUND
Level: USAS

Organizational
Tree Name: DIR_CC_FUND
Level: AGENCY




The diagram shows a tree structure for the Fund ChartField. It starts with 'ALL - ALL FUNDS' at Level: ALL. This branches into '0001 - GENERAL REVENUE' at Level: USAS FUND LE. This further branches into '0010 - AGENCY FUND 0001' at Level: AGENCY, which then branches into '1000 - UNAPPROPRIATED GR' at Level: AGENCY, and finally '2000 - PURCHASES FOR RESALE' at Level: AGENCY.

*Note: All budgets **can use** the same tree structure. The trees and tree levels can be shared by control budgets, if appropriate.*


Select Next to Continue

2.19 S1-L2 Budget Types

Section 1, Lesson 2 Continued


Centralized Accounting and Payroll/Personnel System

BUDGET DEFINITION – BUDGET TYPES



Budget Types are either **Revenue** or **Expenditure**

Revenue


Expenditure

Select a button to learn more!


Select Next to Continue

Expense (Slide Layer)

Section 1, Lesson 2 Continued


Centralized Accounting and Payroll/Personnel System

BUDGET DEFINITION – BUDGET TYPES



The Appropriation, Organizational, Project*, Budget Types are either Revenue or Expenditure.

*Used for Project expenditures. They do not impact the Appropriation, Organizational or Detail budgets.

Revenue


Expenditure

Select a button to learn more!


Select Next to Continue

Revenue (Slide Layer)

Section 1, Lesson 2 Continued


Centralized Accounting and Payroll/Personnel System

BUDGET DEFINITION – BUDGET TYPES



Budget Types are either Revenue or Expenditure.

The REVENUE budget records revenue-related transactions.

Revenue


Expenditure

Select a button to learn more!

Select Next to Continue

2.20 S1-L2 Ledger Groups

Section 1, Lesson 2 Continued


Centralized Accounting and Payroll/Personnel System

BUDGET DEFINITION – LEDGER GROUP TYPES

Setting up control budgets definitions is synonymous with establishing processing rules for Commitment Control ledger group. Depending on the budget requirements of your agency, you may need one or many expenditure budget definitions and one or many revenue budget definitions. Ledger Groups contain the ledgers (i.e. books) used to record transactions.

Expenditure Ledger Group Type

- Budget (Budgeted)
- Pre-Encumbrance (Requisition)
- Encumbrance (Purchase Order)
- Expense (Vouchers)


Revenue Ledger Group Type

- Budget (Budgeted)
- Collected Revenue (Invoiced)
- Recognized Revenue (Received Payments / Receipts)

Select Next to Continue

2.21 S1-L2 Ledger Group Rules

Section 1, Lesson 2 Continued


Centralized Accounting and Payroll/Personnel System

BUDGET DEFINITION – RULES FOR THE COMMITMENT CONTROL LEDGER GROUPS

CAPPS budget definitions establish processing rules for Commitment Control Ledger groups.

Appropriation

- Account
- Fund
- Class
- Appropriation Year

Organizational

- Account
- Fund
- Class
- Department*
- Appropriation Year

Revenue Estimate

- Account
- Fund
- Class
- Appropriation Year


For example, when checking the Appropriation budget, the system uses the values entered for the Account, Fund, Class and Appropriation Year ChartFields.

***Note:** The Organizational budget also checks against the Department ChartField.


Select Next to Continue

2.22 S1-L2 Control Options


Section 1, Lesson 2 Continued


Centralized Accounting and Payroll/Personnel System

BUDGET DEFINITION – CONTROL OPTIONS




In CAPPS, the Control Option will determine how a transaction is treated during the budget checking process. Use the slider bar to view the available options.




Select Next to Continue

Without Budget (Slide Layer)

Section 1, Lesson 2 Continued



Centralized Accounting and Payroll/Personnel System

BUDGET DEFINITION – CONTROL OPTIONS



Track without Budget


This option tracks transactions even if there is no budget for the control option budgeted journal. In CAPPS, when a control option budgeted journal exists, a warning will be logged during the budget checking process. Use the slider bar to view the available options. A warning is issued for commitment control detail tracking ledger groups with the control option of 'track without budget'.




Select Next to Continue

Budget (Slide Layer)

Section 1, Lesson 2 Continued


Centralized Accounting and Payroll/Personnel System

BUDGET DEFINITION – CONTROL OPTIONS



Tracking with Budget


This option tracks transaction amounts against the budget. It does not allow for exceptions or transactions created during the budget checking process. Use the slider bar to view this, and the other options.

...


Select Next to Continue

Control (Slide Layer)

Section 1, Lesson 2 Continued


Centralized Accounting and Payroll/Personnel System

BUDGET DEFINITION – CONTROL OPTIONS



Control


This option strictly controls transactions against budgeted amounts. Exceptions are not logged when a transaction is created during the budget checking process. Use the slider bar to view the available options.

...

Select Next to Continue

2.23 S1-L3 Approp. Budget

Section 1, Lesson 3



Centralized Accounting and Payroll/Personnel System

1	Commitment Control Overview	10 min
2	Understand the Primary Components of Budget Definitions	20 min
3	Reviewing an Appropriation Budget Definition <ul style="list-style-type: none">▪ View the elements of an Expenditure budget▪ Understand the required information needed to setup an Appropriation budget definition	20 min
4	Reviewing an Organizational Budget Definition	20 min
5	Reviewing a Revenue Budget Definition	20 min

Select Next to Continue

2.24 S1-L3 Exercises

Section 1, Lesson 3 Exercise


Centralized Accounting and Payroll/Personnel System


Exercise

The exercise below provides step-by-step instructions on how to perform the following task in CAPPS:

Appropriation Budget Definition

Scenario 1: Reviewing an Appropriation Budget Definition

After completing the exercise,
close the browser tab and return to the course.




Select Next to Continue

2.25 S1-L4 Organizational Budget


Section 1, Lesson 4			capps
Centralized Accounting and Payroll/Personnel System			
1	Commitment Control Overview	10 min	
2	Understand the Primary Components of Budget Definitions	20 min	
3	Reviewing an Appropriation Budget Definition	20 min	
4	Reviewing an Organizational Budget Definition	20 min	
	<ul style="list-style-type: none">▪ View the elements of an Expenditure Budget▪ Understand the required information needed to setup an Organizational budget definition		
5	Reviewing a Revenue Budget Definition	20 min	

2.26 S1-L4 Exercise

Section 1, Lesson 4 Exercise		capps
Centralized Accounting and Payroll/Personnel System		
Exercise		
The exercise below provide step-by-step instructions on how to perform the following task in CAPPs:		
Organizational Budget Definition		
<i>Scenario 1: Reviewing an Organizational Budget Definition</i>		
After completing the exercise, close the browser tab and return to the course.		

2.27 S1-L5 Revenue Budget

Section 1, Lesson 5



Centralized Accounting and Payroll/Personnel System

5 **Reviewing a Revenue Budget Definition** **20 min**

- View the elements of an Expenditure Budget
- Understand the required information needed to setup a Revenue budget definition

2.28 S1-L5 Exercise

Section 1, Lesson 5 Exercise


Centralized Accounting and Payroll/Personnel System


Exercise

The exercise below provide step-by-step instructions on how to perform the following task in CAPPs:

Revenue Budget Definition

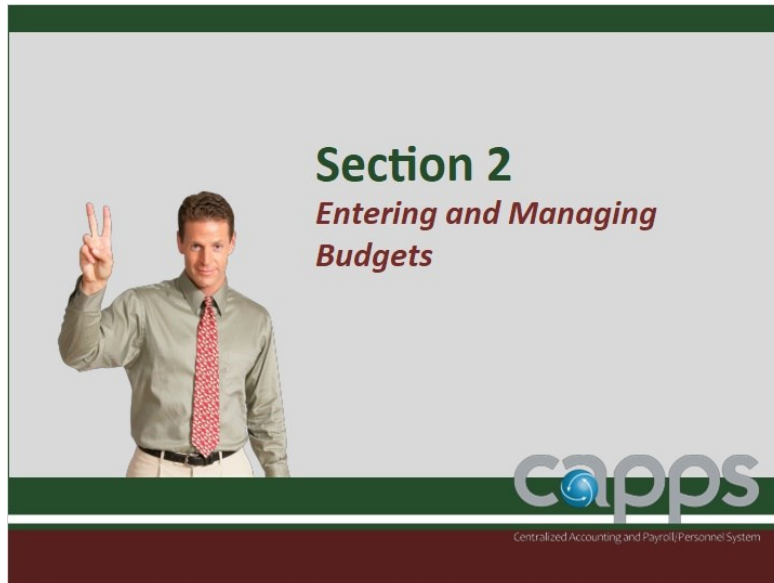
Scenario 1: *Reviewing a Revenue Budget Definition*

After completing the exercise,
close the browser tab and return to the course.




3. Section 2-Managing Budgets

3.1 Section 2




3.2 S2-Objectives

Section 2 – Objectives



Centralized Accounting and Payroll/Personnel System

After completing this section you will be able to:


- Create an Appropriation budget journal entry.
- Identify errors for budgets that fail the edit or post process.
- Identify if the budgeted funds have been surpassed for a specific period.
- Review, copy, update and post a budget journal.



3.3 S2-Outline

Section 2 – Outline		
		 <small>Centralized Accounting and Payroll/Personnel System</small>
1	Entering an Appropriation Budget	20 min
2	Reviewing an Org. Budget and Creating an Adj. Journal	20 min
3	Reviewing, Editing and Clearing a Budget Error	20 min
4	Copying a Budget Journal	20 min

3.4 S2-L1 Approp. Budget

Section 2, Lesson 1		
		 <small>Centralized Accounting and Payroll/Personnel System</small>
1	Entering an Appropriation Budget	20 min
	<ul style="list-style-type: none">Understand the components needed to enter an Appropriation budget journal.	
2	Reviewing an Org. Budget & Creating an Adj. Journal	20 min
3	Reviewing, Editing and Clearing a Budget Error	20 min
4	Copying a Budget Journal	20 min

3.5 S2-L1 Exercise

Section 2, Lesson 1 Exercise


capps
Centralized Accounting and Payroll/Personnel System

Exercise

The exercise below provide step-by-step instructions on how to perform the following task in CAPPS:

Appropriation Budget
Scenario 1: Entering an Appropriation Budget

After completing the exercise, close the browser tab and return to the course.



3.6 S2-L2 Organizational Budget


Section 2, Lesson 2

capps
Centralized Accounting and Payroll/Personnel System

1	Entering an Appropriation Budget	20 min
2	Reviewing an Org. Budget and Creating an Adj. Journal <ul style="list-style-type: none">Identify errors for budgets that fail the edit or post process.View budgeted funds for a specific period.Check to ensure budgeted funds are not surpassed.	20 min
3	Reviewing, Editing and Clearing a Budget Error	20 min
4	Copying a Budget Journal	20 min

3.7 S2-L2 Exercise

Section 2, Lesson 2 Exercise



Centralized Accounting and Payroll/Personnel System

Exercise

The exercise below provide step-by-step instructions on how to perform the following task in CAPPs:

Reviewing an Org. Budget and Creating an Adj. Journal


Scenario 1: Reviewing an Organizational Budget and Creating an Adjustment Journal



After completing the exercise,
close the browser tab and return to the course.

3.8 S2-L3 Budget Error


Section 2 – Lesson 3


Centralized Accounting and Payroll/Personnel System

1	Entering an Appropriation Budget	20 min
2	Reviewing an Org. Budget and Creating an Adj. Journal	20 min
3	Reviewing, Editing and Clearing a Budget Error <ul style="list-style-type: none">Find an existing budget journal.Copy a budget journal line.Review a Budget Exceptions Page.Update a Budget Journal Line.Post the budget journal to clear the error.	20 min

3.9 S2-L3 Exercise

Section 2, Lesson 3 Exercise


Centralized Accounting and Payroll/Personnel System


Exercise

The exercise below provide step-by-step instructions on how to perform the following task in CAPPs:

Working with Budget Errors


Scenario 1: Reviewing, Editing and Clearing a Budget Error

After completing the exercise,
close the browser tab and return to the course.



3.10 S2-L4 Budget Journal

Section 2 – Lesson 4



Centralized Accounting and Payroll/Personnel System

1	Entering an Appropriation Budget	20 min
2	Reviewing an Org. Budget and Creating an Adj. Journal	20 min
3	Reviewing, Editing and Clearing a Budget Error	20 min
4	Copying a Budget Journal	20 min

- Copying a journal saves time because you can use an existing journal entry as the basis for a new journal entry.

3.11 S2-L4 Exercise

Section 2, Lesson 4 Exercise


Centralized Accounting and Payroll/Personnel System


Exercise

The exercise below provide step-by-step instructions on how to perform the following task in CAPPs:

Copy a Budget Journal


Scenario 1: Copying a Budget Journal

After completing the exercise,
close the browser tab and return to the course.




4. Section 3-Budget Checking

4.1 Section 3




Section 3

Understanding Budget Checking


Centralized Accounting and Payroll/Personnel System


4.2 S3-Objectives

Section 3 – Objectives


Centralized Accounting and Payroll/Personnel System


After completing this section you will be able to:

- Describe the CAPPS Budget Function
- Explain the Procure-to-Pay process
- Budget check requisitions and purchase orders in CAPPS



4.3 S3-Outline


Section 3 – Lesson Outline


Centralized Accounting and Payroll/Personnel System

1	Procure-to-Pay Process	5 min
2	CAPPS Budget Function	5 min

4.4 S3-L1 Outline


Section 3, Lesson 1


Centralized Accounting and Payroll/Personnel System


1	Procure-to-Pay Process	5 min
<ul style="list-style-type: none">Understand the role of Commitment Control in the Procure-to-Pay process		
2	CAPPS Budget Function	5 min

4.5 S3-L1 Procure-to-Pay Process cont

Section 3, Lesson 1 Continued


Centralized Accounting and Payroll/Personnel System

Discover how the Procure-to-Pay Process affects the Budget



Pre-encumbrances, encumbrances, and expenditures are all a part of the budget checking process. This process ensures funds are available at the time a request is made.

What does it all mean?

First, I will explain how the budget is impacted by the budget checking process. Then, you will watch a brief presentation to learn how the Procure-to-Pay process works.


Budget Status Chart

Select the Budget Status Chart button.

Section 3, Lesson 1 Continued (Slide Layer)

This is a simple Budget Status Chart that I will be using to explain how pre-encumbrances, encumbrances, and expenditures affect the budget. Take a moment to review.


Budget Status	
Beginning Balance	\$ 10,000
Pre-encumbrance	
Encumbrance	
Expenditure	
Remaining Spending Authority	\$ 10,000

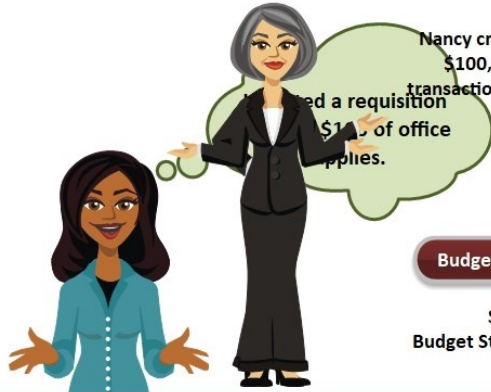


Select next to continue

4.6 S3-L1 Procure-to-Pay cont

Section 3, Lesson 1 Continued


Centralized Accounting and Payroll/Personnel System



Nancy created requisition for \$100, let's see how the transaction affected her budget.


I created a requisition for \$100 of office supplies.

Budget Status Chart

Select the Budget Status Chart button.


Section 3, Lesson 1 Continued (Slide Layer)

Section 3, Lesson 1 Continued


Centralized Accounting and Payroll/Personnel System

Nancy started with \$10,000 and had budget checked. CAPPS will pre-encumber the funds. She pre-encumbered \$100 for office supplies, place them on hold. Her total Remaining Spending Authority is \$9,900. Encumbrance reduces the total available funds.

Budget Status	
Beginning Balance	\$ 10,000
Pre-encumbrance	\$ 100
Encumbrance	
Expenditure	
Remaining Spending Authority	\$ 9,900
Remaining Spending Authority	\$ 9,900




Select next to continue

4.7 S3-L1 Produre-to-Pay cont

Section 3, Lesson 1 Continued


Centralized Accounting and Payroll/Personnel System



Nancy's requisition will need to be sourced to a Purchase Order and budget checked.

I wonder what happens next.

Budget Status Chart

Select the Budget Status Chart button.

Section 3, Lesson 1 Continued (Slide Layer)

Budgeting Checking a PO releases the pre-encumbrance and encumbers the funds.

The total available funds in the Budget remains the same.

Budget Status	
Beginning Balance	\$ 10,000
Pre-encumbrance	\$ -
Encumbrance	\$ 100
Expenditure	
Remaining Spending Authority	\$ 9,900



Select next to continue

4.8 S3-L1 Procure-to-Pay cont

Section 3, Lesson 1 Continued

capps
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Nancy received her supplies. Her supplier (vendor) has submitted their invoice to Accounts Payable.


I received my supplies.

Budget Status Chart

Select the Budget Status Chart button.

Section 3, Lesson 1 Continued (Slide Layer)


Section 3, Lesson 1 Continued


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Accounts Payable creates and budget checks a voucher. This releases the encumbrance and creates the expenditure.

The total available funds in the Budget remains the same.


Budget Status	
Beginning Balance	\$ 10,000
Pre-encumbrance	\$ -
Encumbrance	\$ -
Expenditure	\$ 100
Remaining Spending Authority	\$ 9,900




Select next to continue

4.9 S3-L1 Continued

Section 3, Lesson 1 Continued


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Understanding the Procure-to-Pay Process




Now that you understand the Budget Checking process, take a few minutes to review how the Procure-to-Pay process works.

Procure-to-Pay Process

Select the Procure-to-Pay Process button.

4.10 S3-L2 Budget Function

Section 3, Lesson 2



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1	Procure-to-Pay Process	5 min
2	CAPPS Budget Function	5 min

- Follow a transaction through the budget checking process

4.11 S3-L2 Continued

Section 3, Lesson 2 Continued


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No Warning

Soft Warning


Hard Warning

Flowchart

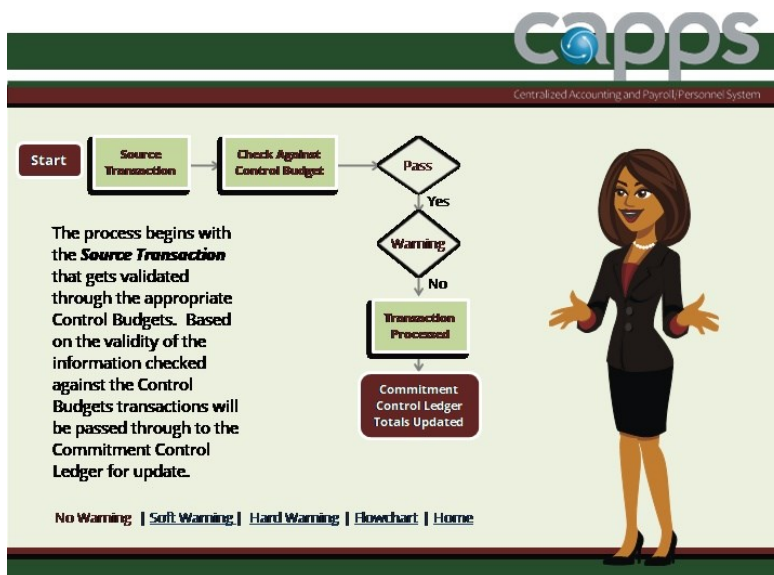
Budget Functions

This lesson provides a simplified view of Commitment Control budget-checking of source transactions, showing warning and error exception handling through the update of Commitment Control ledgers.

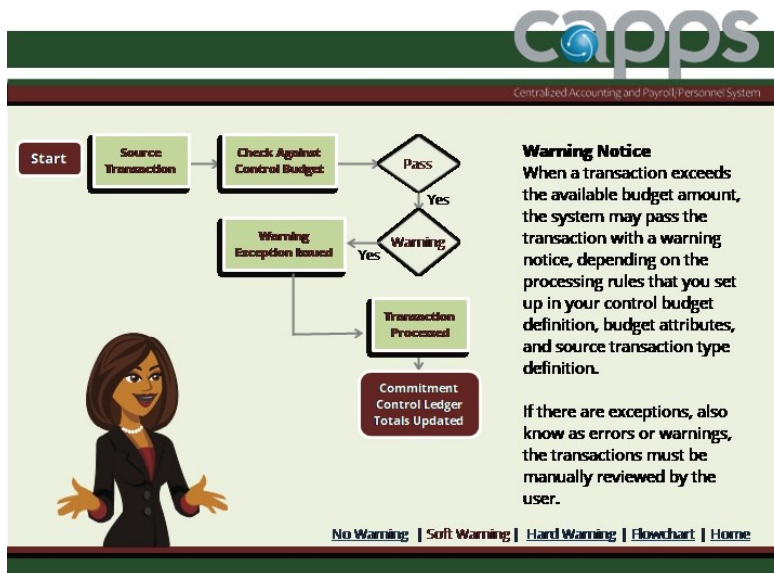
Select a button to view the budget function process.



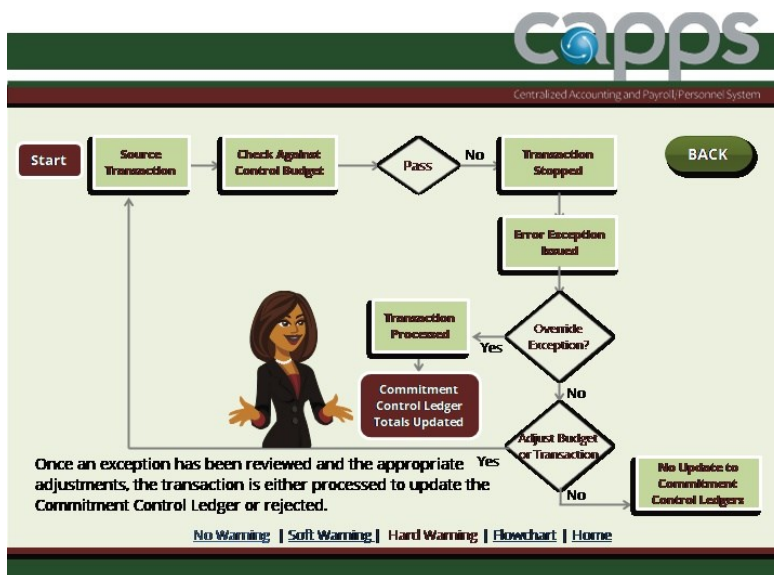
No Warning (Slide Layer)



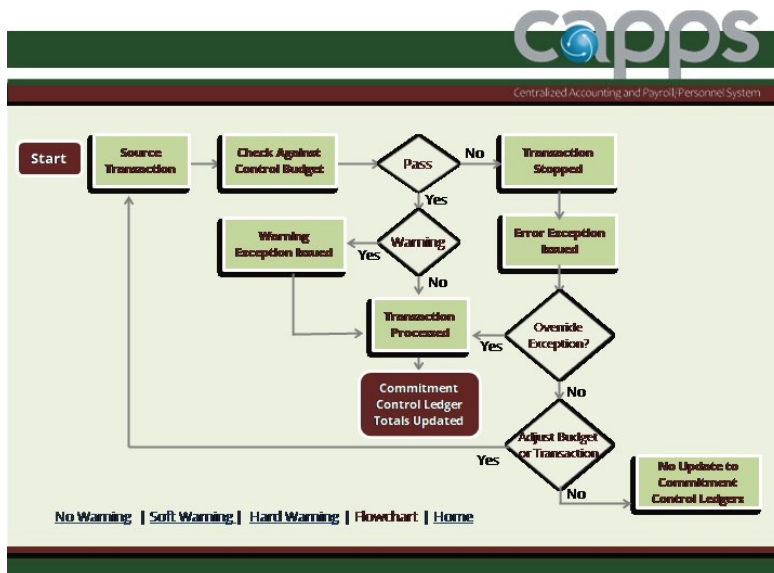
Soft Warning (Slide Layer)




Hard Warning (Slide Layer)



Flowchart (Slide Layer)



BaseCopy (Slide Layer)


Centralized Accounting and Payroll/Personnel System

No Warning

Soft Warning


Hard Warning

Flowchart


Budget Functions

This lesson provides a simplified view of Commitment Control budget-checking of source transactions, showing warning and error exception handling through the update of Commitment Control ledgers.

Select a button to view the budget function process.



4.12 S3-L2 Exercise


Centralized Accounting and Payroll/Personnel System

Section 3, Lesson 2 Exercise

1 Understand the Budget Checking Process 20 min


Exercise

The exercise below provides step-by-step instructions on how to perform the following task in CAPPs:

Exercise Name

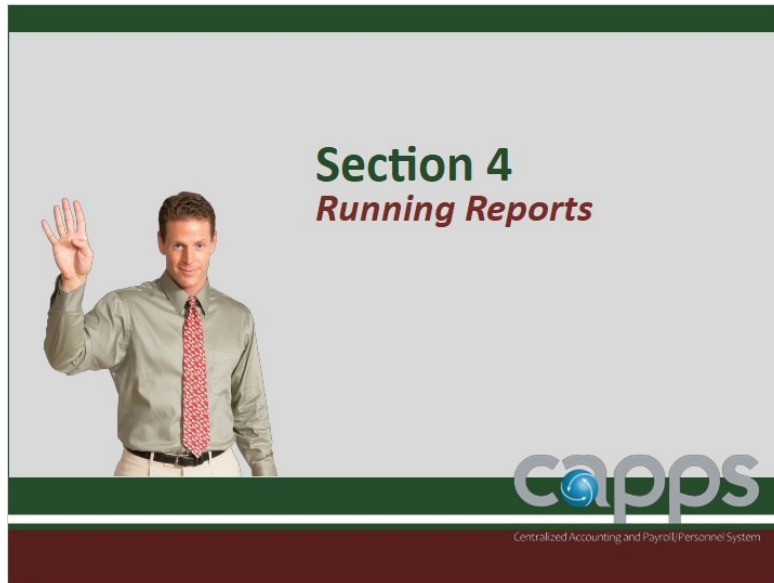
Scenario 1: Budget check Requisition and Purchase Order in CAPPs

After completing the exercise, close the browser tab and return to the course.




5. Section 4-Reports

5.1 Section 4




5.2 S4-Objectives

Section 4 – Objectives


Centralized Accounting and Payroll/Personnel System


After completing this section you will be able to:

- Use Process Scheduler to run a report.
- Use Process Monitor to monitor the run status of a report.
- View the output of a report.



5.3 S4-L1 Exercise

Section 4, Lesson 1 Exercise



Centralized Accounting and Payroll/Personnel System

1 Running the Budget Transaction Detail Report 20 min

Exercise
The exercise below provides step-by-step instructions on how to perform the following task in CAPPS:


Run a Budget Report
Scenario 1: Using Process Scheduler to run the Budget Transaction Detail Report

After completing the exercise, close the browser tab and return to the course.




6. Section 5-Review

6.1 Section 5



Section 5
Review


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6.2 Important Takeaways

Section 5 – Review



Centralized Accounting and Payroll/Personnel System


Important Takeaways

- Commitment Control can be used within each FIN module to check transactions against pre-defined authorized budgets.
- Each budgets Control Option determines how to handle transactions that exceed their budgets.
- Budgets are defined at the summary level.
- Budget definitions establish processing rules for Commitment Control.
- Appropriation (Control), Organizational (Track with Budgets) and Revenue Estimate (Track without Budgets) are the three different types of budgets against which transactions may be checked.
- The budget definition determines which of the transaction ChartFields need to be checked.
- Each ChartField is linked to a level within a tree structure.
- Tree structures are used to define a hierarchical organizations of budgets.
- Budget trees are used to map actual values entered and the value used for budgeting.

6.3 Course Summary

Course Summary


Centralized Accounting and Payroll/Personnel System




Congratulations, you have completed this course. You learned the following regarding CAPPS Commitment Control:


- How to defined Commitment Control
- How to view Commitment Control Budget Structures
- How to Enter and Manage Budgets
- How the Budget Checking
- How to Run Reports

You are now ready to move on to your next course, see you there!

6.4 Congratulations

Congratulations


Centralized Accounting and Payroll/Personnel System




**I hope you enjoyed
your training!**

This course is almost complete.

It's now time to review
what you've learned
in this course.

6.5 Knowledge Check


Knowledge Check


Centralized Accounting and Payroll/Personnel System

Next you will be presented with a series of
questions covering important things to remember
from this Commitment Control course.


Knowledge Check


*To begin select the Knowledge Check button.
After completing the knowledge check,
close the browser tab and return to the course.*



6.6 End

Conclusion


Centralized Accounting and Payroll/Personnel System



This completes the course.

See you next time!